

27 Point Checklist



On 1 June, 2007 DFAS-Rome implemented a process as requested by the Army to review and verify 27 critical items on original vouchers processed for "Out of Country Payments". This control was set in motion after a DoDIG audit conducted in May 2006. The Checklist is designed to minimize voucher discrepancies, prevent potential losses of funds, reduce future potential audit discrepancies/findings and provide Paying Offices a tool to identify trends in "Original Money Paper" discrepancies.

The Commercial Vendor Services (CVS) section is responsible for the initiation of the form (payment preparation items). The Company Disbursing section will ensure it is properly completed by CVS and the

27 Point Checklist

CVS

Disbursin
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Voucher Number _____

Voucher Date _____

Supporting Documentation per DoD FMR Volume 10 Chapter 8 and Volume 5 Chapter 11

1. Certified Vouchers (e.g. SF-1034, SF-44)
2. Receiving Report (e.g. DD250)
3. Invoice
4. Contract - required if 1st or final payment (only applicable LOA info required for partials)**
5. Dollar value match
6. Payee match

Disbursement Voucher Essential Data per DoD FMR Volume 5 Chapter 11 shall contain:

Voucher Heading and Date

7. Paying disbursing office complete name and mailing address
8. Date voucher prepared
9. Disbursing office voucher number
10. Disbursing station symbol number (DSSN) in the "Paid By" or "Brief" block

Accounting Classification

11. Complete Line of Accounting (includes total disbursed amount)
12. Amount of foreign currency and conversion rate to U.S. dollars

27 Point Checklist

(Cont'd)

CVS

Disbursin
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13. The amount shall not be changed or altered in any way.

Method of Disbursement

14. EFT, U.S. Treasury check, cash, or as a no check/voucher for transfer
15. Check or EFT number
16. If cash, payee signature required

Payee

17. Payee listed (individual or organization)
18. TIN if US company OR Alphanumeric if foreign national **AFTER 02/2006**

Certified Voucher OR Receiving Report per FAR 32.905 must, as a minimum, include:

Payment documentation and process

19. Contract number or other authorization for supplies delivered or services performed.
20. Description of supplies delivered or services performed.
21. Quantities of supplies received and accepted or services performed, if applicable.
22. Date supplies delivered or services performed.
23. Date that the designated Government official accepted (received) the supplies or services

Government official responsible for acceptance (receiving) or approval (certifying) functions

24. Signature
25. Printed name
26. Mailing address
27. Telephone number

P2P Checklist

The P2P Checklist is used in addition to the 27 point checklist.

P2P Checklist

Contract#:

Invoice#:

Invoice date:

Payment Office DODAAC:

Reviewed By:

	<i>Checklist Item</i>	<i>INV</i>	<i>DD250</i>	<i>Contract</i>	<i>GFEBS</i>
1	Are all documents legible and free of prohibited pen & ink changes?				
2	Is the Pay Office DoDAAC and Address correct? If there is a MOD, does it specifically state a change to the Pay office's DoDAAC Number?				
3	Does Contract Number match?				
4	Does Order Number (as applicable) match?				
5	Does the Invoice Number match?				
6	Is the Invoice Date on or after the Period of Performance (POP)?				
7	Is the POP annotated correctly? Does the POP overlap with previous invoices?				
8	Does Contractor's Name and Address match? (If different, provide One And The Same (OATS) memorandum)				
9	Are Payment Terms correct?				
10	For Foreign Vendors, if CAGE Code is listed on Contract it must be on DD250. For US Vendors, is the Taxpayer Identification Number (TIN) or CAGE Code listed?				
11	Does the Invoice contain the Contractor's POC Name, Title and Phone number? (If DD250 is used as "original Invoice" same information must be listed in Block 9)				
12	Do the CLIN Number(s) & Description match?				
13	Is the contractor invoicing against a Sub-CLIN? (The authorization to bill against a parent CLIN and Sub-CLIN at the same time must be specifically allowed in the contract)				
14	Is DBA insurance being billed? If YES and contract requires proof submitted to pay office, is DBA receipt with "paid" stamp from Approved Insurance Company provided?				
15	Are Quantities, Unit of Measure and Unit Price correct?				
16	Does the currency match? Are they listed in the correct currency format (\$ or AFN)?				
17	Does the Total Amount per CLIN equal the Quantity and Unit Price? Is the GRAND Total listed correctly?				
18	Are Blocks 21B and 22 on DD250 completed? Is the Acceptance box marked? Is date, signature, name, title, mailing address (cannot be email) and phone number (if no phone #, NA is acceptable) completed? (Dates in Block 21B & 22 cannot be prior to the end of a POP on a monthly service contract. The Acceptance Date cannot be prior to the Received Date)				
19	Is EFT information provided via signed EFT Form, Bank Card, or included on signed Invoice? Are all applicable elements listed (Bank Account Name, Account Number, Bank Name, SWIFT Code/IBAN (Foreign Vendors) and Routing Number (US Vendors))? Is there only one bank account provided?				
20	Does the Payee match?				
21	Is there a complete Line of Accounting(s) in GFEBS that matches the contract (or invoice for MISC payments)?				
22	Is the Foreign Currency amount converted to USD? Is the appropriate conversion rate listed?				

Other Areas of Concern

	<i>Checklist Item</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>Comments</i>
1	Is Invoice stamped "RECEIVED" by RCC personnel? Does "Received" stamp meet all criteria? (If stamped, "RECEIVED" must include Name, Office location, and Date)				
2	GFEBS PAYMENTS: Does vendor's bank account name match the company name on the Purchase Order in GFEBS exactly? (Mismatch may lead to bank EFT reject)				

DA 3900- Receipt of viable Invoice and Receiving

CONTRACT NUMBER 091B4K-14-C-0019

BILLS REGISTER
SUPPLIES AND SERVICES
NONPERSONAL

TOTAL OBLIGATION \$20,000.00



Report

Memamran-E- Parinda Contruction Co.

Address

Kabul, Afghanistan

REGISTER NUMBER	ORDER OR CONTRACT NUMBER	DATE OF INVOICE	DATE RECEIVED	AMOUNT	DISCOUNT OR DEDUCTION	NET AMOUNT INVOICE	RECEIVING REPORT		VOUCHER NUMBER	CHECK			REMARKS
							NUMBER	RE- RECEIVED		DATE	NUMBER	AMOUNT	
16278	C-0019	10Oct	13Oct	11,90000	5000	11,85000	17Oct	18Oct					CVS date stamp on Receiving Report Actual Acceptance Date (after constructive acceptance)

Diagram annotations:

- Invoice Number: Points to the first column of the table.
- Last 5 of contract, Delivery Order number or BPA Call Number: Points to the second column of the table.
- Date of invoice: Points to the third column of the table.
- CVS Date stamp on invoice (if Billing office on contract): Points to the fourth column of the table.
- Invoice Amount (with no PPA adjustments): Points to the fifth column of the table.
- Discount amount (when applicable): Points to the sixth column of the table.
- Invoice Amount after PPA discount taken: Points to the seventh column of the table.
- NET AMOUNT INVOICE: Points to the eighth column of the table.
- RECEIVING REPORT: Points to the ninth column of the table.
- VOUCHER NUMBER: Points to the tenth column of the table.
- CHECK: Points to the eleventh column of the table.
- REMARKS: Points to the twelfth column of the table.
- CVS date stamp on Receiving Report: Points to the thirteenth column of the table.

DA 3900- Post payment information update

CONTRACT NUMBER W91B4K-14-C-0019

BILLS REGISTER
SUPPLIES AND SERVICES
NONPERSONAL

TOTAL OBLIGATION \$20,000.00

Memamran-E- Parinda Contruction Co.

Address

Kabul, Afghanistan



REGISTER NUMBER	ORDER OR CONTRACT NUMBER	DATE OF INVOICE	DATE RECEIVED	AMOUNT	DISCOUNT OR DEDUCTION	NET AMOUNT INVOICE	RECEIVING REPORT		VOUCHER NUMBER	CHECK			REMARKS
							NUMBER	RE- RECEIVED		DATE	NUMBER	AMOUNT	
16278	C-0019	10Oct	13Oct	11,90000	5000	11,85000	17Oct	18Oct	20640121Oct	006157		11,85000	1F (2% Discount)
DOV (Disbursing Officer Voucher) number used for the payment by Disbursing													
Date payment was made by Disbursing													
Treasury Check number or EFT Tracer number used by Disbursing													
Amount paid by Disbursing													
Minimum: Payment Type (1F, 2P, etc.) Optional: Discount Terms if a discount was taken, interest paid (comment), left over Obligation, Modifications to contract, etc. (options based on local policy and SOP)													